MITAS DATA FAQ

Frequently Asked Questions

This FAQ last updated: 8.3.11

Please note that the only changes made were to reflect the current contact emails.

You should also review the **Mitas User FAQ** on our News Events and notices page:

 News Events and Notices

Important Notice! The Due Date for submitting MITAS data is 2.1.11 for all sites!

We are concerned about submitting full social security numbers. May we just submit the last 4 numbers? (12.29.10)

Yes. DCA would prefer to only receive the last 4 numbers, but may request full numbers for a tenant for auditing purposes.

If we are under lease up should we complete the forms? (12.29.10)

Yes, and then update each month through the lease up.

What is the new deadline when all files are due? (12.29.10)

2-1-11

Can we round income figures? (12.29.10)

As long as figures are **rounded up** to the next dollar amount! E.G. Annual income of $18,994.65 may be rounded to $18,995

Can I use a YARDI (or MRI or AMSI or other software) report in place of the DCA required report? (12.29.10)

No. You can use software reports to copy and past, but it must be in our format.

End of new entries

How do I get notified about changes to the MITAS FAQ?

Send an email to compliance@dca.ga.gov . You will then be registered for the Compliance Broadcast email. Then you will receive our regular updates.

Who do I contact if a user id/password is disabled or I need technical support?

Contact mitas@dca.ga.gov. This will ensure that support requests receive the attention they deserve, and are routed to the first available support representative to handle the request.

What is the due date for existing properties to enter information so that my Management Company and Owner get the points on the QAP?

~~2.28.11~~ **Revised to2-1-2011**

To what email address do I send the report?

mitas@dca.ga.gov

Can I send the paper report instead?

Paper reports are not accepted.

Where is the original memo Compliance posted?

See the next page

Pages following the initial memorandum will address other questions

Georgia™
Department of
Community Affairs

November 9, 2010

To: Owners and Managers of Affordable Housing in Georgia

From: Compliance Department

Regarding: MITAS DATA Sheets

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Memorandum

The DCA Compliance Department is pleased to announce the implementation of the MITAS database. The MITAS system will make it easier for owners and managers to prepare for DCA audits and allow them to track anomalies and problems with compliance at their sites. **It will also eliminate the need for quarterly compliance reports!** MITAS also enables DCA to report Ethnic Data as required in Housing and Economic Recovery Act (HERA).

Because congressional mandate requires reporting the ethnic data, **participation in the MITAS Database is mandatory.**

As an added incentive to complete this process quickly, points will be awarded in the 2011 QAP for owners and managers who complete the process for their portfolios by ~~2-28-11~~ **2.1.10**

> **Comment [c1]:** Rev 12.28.10

In order to reduce the initial reporting burden associated with this new program, the initial MITAS excel report replaces the LIHTC Compliance Quarterly and the HOME Semi-Annual reports for the fourth quarter of 2010 **and** this report will also be used as the rent roll that is required for the AOC for both the HOME and LIHTC programs. **Additionally we will be pushing the AOC deadline back to 3-31-11 for 2011.**

All sites with DCA HOME or LIHTC funding in Georgia will be required to submit these reports even if they are monitored under a MOU with another local, state or federal agency.

The report and instructions can be found under mandatory forms here: www.tinyurl.com/dcacompliance.

60 Executive Park South, N.E. • Atlanta, Georgia 30329-2231 • 404-679-4940
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Paper reports will not be accepted. For those sites that do not have Microsoft excel, the form may be opened, data entered, and then sent to DCA using the free Google docs software. It appears you will simply need a free Google account to do this.

Please see the MITAS FAQ posted on the Compliance Main web page at www.tinyurl.com/dcacompliance.

As the deadline approaches to have the data sheets sent to DCA, we anticipate that there are times the email server will become full. If you receive an error or over capacity message, please wait two days and try again. If you receive a "mailbox full" message a second time please contact Colin Ferguson at **404-679-3148** or Eric Edwards at **404-679-4856**. **Please do not submit spreadsheets to any other email address. Owners and managers will not receive the Application points unless they submit reports as directed.**

Please note that Colin Ferguson will be out of the office and unavailable for questions from 11/10/2010 to 12/25/2010.

# # #

Why MITAS and why now?

HERA requires the submission of certain types of data to HUD. Because of this new requirement and the tracking necessary to meet the mandate, DCA purchased the licensing right for MITAS. It will allow us to track and report as required by Congress.

What's in it for us?

No more quarterly reports! The ability to self check your compliance on line through MITAS and substantially reduced pre-audit paperwork when your next audit draws near.

What happens after we submit this report?

On a monthly basis you will update and submit a report to us. If you have the affordable version of your property management software, and it will export to a NAHMA standard format, you should be able to upload that file.

Can I submit the first form in a NAHMA standard file instead?

Unfortunately, no. The first file builds the property.

Will we receive a confirmation that the report is uploaded?

We are working on how that will work. Either we will respond to you or post a list online letting you know your site is up and running. Watch for details

HELP! Who do I contact?

If you need assistance you may contact Brandon at BrandonBruce@dca.ga.gov or Colin at colin.ferguson@dca.ga.gov

Should I email Brandon or Colin my questions or files?

Please check before sending files. Large files can crash our email. Please contact Brandon or Colin before sending them. Soon we will have a special email only for Mitas

List of Common Mistakes

- Leaving dashes in the project number the format must be GA9400101

- Incorrect format for dates 11/1/2010

- Not completing the contact sheet on the file

- **6.30.11** Unit and BIN numbers must match what is in your system if you are going to use a NAHMA upload. E.G. If your unit is 01 in your software then it must be 01 in the excel sheet, not 1.

- **6.30.11** Do not enter N/A or put other comments in places where they are not an actual allowed selection

- **6.30.11** Ethnic Data must be entered. This is a HUD Requirement. The average response rate is 90%; if your site falls below 75%, we expect you to bring up response rates

- **6.30.11** It is essential that you follow the column instructions. If the column says street number, do not add street number and street. If this is a PBRA unit or Section 8 it is still an LI unit; your only options are LI or market. If you have questions please contact us.